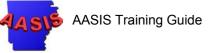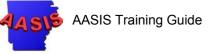# QRC

Business Warehouse (BW)
Annual Reports

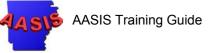# Business Warehouse Reporting
Quarterly Worksheet Report

1) Click on Workbooks icon

2) Locate the folder titled: Business Warehouse – Folders Only and then locate the Annual Cost Center Budgeting folder

3) Double click on Quarterly Worksheet

4) Place cursor in cell "A1" of worksheet

5) Click on the refresh icon in the SAP Business Explorer toolbar

6) Click "yes" to refresh all queries in the workbook

7) Fill in Fiscal Year

8) Fill in Business Area

9) Fill in Funds Center

10) Fill in Commitment Item

11) Fill in BPS Version (1A –Agency Distribution or 3A- Final AOP)

12) Check the query selections by clicking on "check" icon

13) Click the Execute icon or press F8 to execute the 1st query

14) Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

15) Do not save report using SAP toolbar. If you want to save the report, do so using the Excel toolbar and save to your computer

16) Close current report before running another report

QRC

Business Warehouse Reporting
Commitment Item Summary

1)   Click on Workbooks icon

2)   Locate the folder titled: Business Warehouse – Folders Only
        and then locate the Scroll down to the Annual Cost Center
        Budgeting folder

3)   Double click on Commitment Item Summary

4)   Place cursor in cell "A1" of worksheet

5)   Click on the refresh icon in the SAP Business Explorer toolbar

6)   Fill in BPS version (1A –Agency Distribution or 3A- Final AOP)

7)   Fill in Fiscal Year

8)   Fill in Business Area

9)   Fill in Funds Center

10)   Check the query selections by clicking on "check" icon

11)   Click the Execute icon or press F8 to execute the query

12)   Report will be formatted to print on letter size paper. You can
        change the paper size by changing the setting in Page Setup

13)   Do not save report using SAP toolbar. If you want to save the
        report, do so using the Excel toolbar and save to your computer

14)   Close current report before running another report

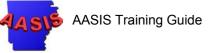# Business Warehouse Reporting
Funds Center Totals by Cost Center

1) Click on Workbooks icon

2) Locate the folder titled: Business Warehouse – Folders Only and then locate the Annual Cost Center Budgeting folder

3) Double click on Funds Center Totals by Cost Center

4) Place cursor in cell "A1" of worksheet

5) Click on the refresh icon in the SAP Business Explorer toolbar

6) Fill in Fiscal Year

7) Fill in Business Area

8) Fill in Funds Center

9) Fill in Cost Center (for single cost center fill in the cost center, for a range of cost centers enter the 1st and last cost center, for more than one single value cost center, click the Multiple Selection yellow arrow and on the Single Val tab, enter the cost center numbers). Entering Cost Center is optional. If Cost Center is left blank, all Cost Centers will be selected.

10) Fill in BPS version (1A –Agency Distribution or 3A- Final AOP)

11) Check the query selections by clicking on "check" icon

12) Click the Execute icon or press F8 to execute the query

13) Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

14) Do not save report using SAP toolbar. If you want to save the report, do so using the Excel toolbar and save to your computer

15) Close current report before running another report

QRC

Business Warehouse Reporting
Funds Center Worksheet

1) Click on Workbooks icon

2) Locate the folder titled: Business Warehouse – Folders Only and then locate the Annual Cost Center Budgeting folder

3) Double click on Funds Center Worksheet

4) Place cursor in cell "A1" of worksheet

5) Click on the refresh icon in the SAP Business Explorer toolbar

6) Fill in Fiscal Year

7) Fill in Business Area

8) Fill in Funds Center

9) Fill in Fund (for single fund fill in the fund, for a range of funds enter the 1st and last fund, for more than one single value fund, click the Multiple Selection yellow arrow and on the Single Val tab, enter the fund numbers). Entering funds is optional. If Fund is left blank, all Funds for Funds Center will be selected.

10) Fill in BPS version (1A –Agency Distribution or 3A- Final AOP)

11) Check the query selections by clicking on "check" icon

12) Click the Execute icon or press F8 to execute the query

13) Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

14) Do not save report using SAP toolbar. If you want to save the report, do so using the Excel toolbar and save to your computer

15) Close current report before running another report

Business Warehouse Reporting
Salary Projection

1) Click on Workbooks icon

2) Locate the folder titled: Business Warehouse – Folders Only and then locate the Annual Position Budgeting folder

3) Double click on Salary Projection

4) Place cursor in cell "A1" of worksheet

5) Click on the refresh icon in the SAP Business Explorer toolbar

6) Fill in Fiscal Year

7) Fill in Business Area

8) Fill in BPS version (1A –Agency Distribution or 3A- Final AOP)

9) Fill in Cost Center (for single cost center fill in the cost center, for a range of cost centers enter the 1st and last cost center, for more than one single value cost center, click the Multiple Selection yellow arrow and on the Single Val tab, enter the cost center numbers) Entering Cost Center is Optional. If Cost Center is left blank, all Cost Centers will be selected.

10) Check the query selections by clicking on "check" icon

11) Click the Execute icon or press F8 to execute the query

12) Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

13) Do not save report using SAP toolbar. If you want to save the report, do so using the Excel toolbar and save to your computer

14) Close current report before running another report

Business Warehouse Reporting
Career Service Projection

1) Click on Workbooks icon

2) Locate the folder titled: Business Warehouse – Folders Only and then locate the to Annual Position Budgeting folder

3) Double click on Career Service Projection

4) Place cursor in cell "A1" of worksheet

5) Click on the refresh icon in the SAP Business Explorer toolbar

6) Fill in Fiscal Year

7) Fill in Business Area

8) Fill in Cost Center (for single cost center fill in the cost center, for a range of cost centers enter the 1st and last cost center, for more than one single value cost center, click the Multiple Selection yellow arrow and on the Single Val tab, enter the cost center numbers) Entering Cost Center is Optional. If Cost Center is left blank, all Cost Centers will be selected.

9) Check the query selections by clicking on "check" icon

10) Click the Execute icon or press F8 to execute the query

11) Report will be formatted to print on letter size paper. You can change the paper size by changing the setting in Page Setup

12) Do not save report using SAP toolbar. If you want to save the report, do so using the Excel toolbar and save to your computer

13) Close current report before running another report